

Job Title	Location	Salary	Job Type	Close Date
Resource Assistant	Stanislaus, CA	\$31,315 to \$45,376	Full-Time Permanent – No time limit	12/21/11

Steps to locate entry-level positions:

- Go to this site: <http://www.usajobs.opm.gov/>
Click on the *What: (keywords)* box and type in U.S. Forest Service
Click on the *Where: (U.S. city, state or zip code)* box and type in California
Click on *Search Jobs*
- A List of current job openings will show.
 - On the right side of the page, you will see many options that break down job information under *Refine Your Results* that include: *Salary, Grade, Occupations Agencies, Student Jobs, Posting Date, Work Schedule, Tenure and Exclude These*.
Click on the *Posting Date* and click on the *Last 7 Days* to see the most recent job postings.
- Click on different job postings to see the requirements for the position.
 - Most entry level positions titles include: maintenance technician, forestry aid, laborer, recreation assistant, cook training lead, materials handler, office clerk, visitor assistant
 - Make sure to review all the requirements that are on the job posting.
- Once you have found a position that closely meets your skills and experience, click *Apply Now* to apply online.
 - A new page will open asking for a username or e-mail and password.
 - If you do not have a USAjobs job application account, click on the *Create a New Account* and fill in all required information needed.
 - At the end of the page, read and click *I agree. Create my Account*
- Note:**
 - When setting up an online application, make sure you have all up-to-date documents (resume, cover letter, references, transcripts, etc.) saved on your computer, e-mail and/or USB drive so you can access it for your application.
 - Apply to the postings as soon as possible before the deadline.
 - Most positions may not fit your current skills and experience now, but you can use a job description that you are interested in as reference to what you would like to achieve as you receive further training and/or education in this specific industry.